

# MACON COUNTY BOARD OF COMMISSIONERS



## JOB ANNOUNCEMENT

### EMERGENCY MANAGEMENT AGENCY (EMA) DIRECTOR

**APPLICATIONS ACCEPTED: UNTIL FILLED**

The Macon County Board of Commissioners is now accepting applications for the position of **Emergency Management Agency (EMA) Director** for Macon County. This is the chief administrative and technical position for the Emergency Management department in the County. **This is an exempt / part-time position.**

Areas of responsibility include: Planning, directing the local emergency management and preparedness program; Serving as principal advisor to governing officials in the area of emergency and disaster preparedness; Developing and maintaining the annual work plan, Local Emergency Operations Plan and other response recovery plans, in conjunction with other local governments and agencies; Administration of emergency operations including preparing and submitting required reports to the state EMA and other state or federal agencies.

This position requires a **Basic Emergency Manager Certification be obtained**, all training, and other requirements to be met within two years of appointment. Applicant must reside or be able to relocate to Macon County. A valid Georgia Driver's License is required. Applicants must pass a physical examination, drug and alcohol screening, and a criminal background check.

The ideal candidate will be able to communicate/interact with other county departments as well as state and local agencies. Other duties will likely be assigned. This person must possess strong interpersonal skills, and an ability to relate to a diverse group of people. Prior experience in emergency preparedness or related field is preferred.

Macon County Board of Commissioners does not discriminate based on race, color, sex, age, national origin, or handicap status.

Interested applicants should apply and submit contact information for three (3) references (including address, phone, email, etc) to the address below. Applications can be obtained online at [www.maconcountyga.gov](http://www.maconcountyga.gov) or from the Macon County Commissioner's Office at 121 S. Sumter Street, Oglethorpe, Georgia.

#### **Contact Information:**

Macon County Board of Commissioners  
c/o Kelvin C. Lewis  
P.O. Box 297  
Oglethorpe, GA 31068

For additional information or questions: (478) 472-7021